

Official Non-Profit Activity Request Form

This form is to be used for requests for official participation in events or activities with 501(c)(4) social welfare, 501(c)(6) business, and other similar non-profit organizations for the President, Vice President, White House staff, and Cabinet Officials.

This form must be completed in addition to any scheduling forms required by the official's scheduling office and should be submitted to Office of Political Affairs.

Requested Attendee Name

Secretary Ryan Zinke

Requester Information

Organization:	Colorado Petroleum Council/American Petroleum Institute
Purpose of Organization:	Represents all facets of the oil and natural gas industry
Organization Affiliates:	American Petroleum Institute
Organization Website:	Api.org
Coordinator Name & Title:	Tracee Bentley, Executive Director, Colorado Petroleum Council
Contact Information:	Bentleyt@api.org Office: 720-214-7176 Cell: 970-412-3386

Event Information

Event Name:	State of Colorado Energy Luncheon
Event Description:	Panel discussion on western energy issues. The panel will discuss topics such as what the future of energy production looks like in the west, role of industry, federal government, and states. Audience: We expect 300-400 people to attend, many Industry and Business Executives, elected officials, media. It is invite only.
Event Type: <i>E.g., Photo Op, Fundraiser, Meal, Meeting, etc.</i>	Luncheon Panel discussion
Date, Time & Location: <i>Provide information about travel if outside D.C.</i>	Thursday, July 26th Time: 11:30am – 1:00pm Place: Grand Hyatt, Pinnacle Club, Denver, CO
Other Organizations or Officials Participating:	Jack Gerard, CEO of API Ken Salazar, former Secretary of Interior
Projected Attendees: <i>List notable attendees, type, and expected number</i>	We expect 300-400 people to attend, many energy Industry and Business Executives, elected officials, media. It is invite only.

Additional Event Information	
Political Activities? <i>If yes, describe with specificity</i>	n/a
Fundraising Activity? <i>If yes, describe type and beneficiary</i>	n/a
Entertainment Activity? <i>If yes, describe in detail for ethics review</i>	Luncheon (plated lunch), panel will be primary piece of event with introductory comments by Tracee Bentley.
Remarks Requested? <i>Include expected speaking program</i>	Yes, each panelist will provide answers to a prepared list of questions asked by the moderator.
Media Plan:	Press advisory prior to event and press release following the event
Decision Deadline:	May 31, 2018

Invitations, Promotional Materials, Etc.

Please attach any additional information about event and include draft invitations, promotional materials, reply devices, press releases, or other accompanying items that may be used in connection with event. Clearly mark all such items as *DRAFT* before submitting.

Absolutely no materials may be distributed concerning activity with any official's name, title, or position on them without being approved in writing in advance.

Making unapproved announcements and/or distributing unapproved materials concerning officials' attendance may result in rejection or cancellation of event.

Organization Legal Sign-Off

All 501(c)(4) activity requests must have been reviewed and approved by the organization's legal counsel prior to being submitted for White House review. This includes review of this form, proposed invitation, promotional materials, disclaimers, and any other accompanying items.

Signature: _____

Counsel Name: _____

Counsel Contact Information: _____

Internal Use Only

Political Affairs	
Chief of Staff's Office	
Counsel's Office	
Notes	